



About the Downtown Artist Market

The City of El Paso Museums and Cultural Affairs Department (MCAD) is authorized by ordinance to hold a weekly artist market in the Union Depot District along Anthony Street. All operations are managed by MCAD's Artist Market Coordinator.

Market Hours: Summer (April – September) Saturdays, 8:00 a.m. – 12:00 p.m.

Winter (October – March) Saturdays, 9:00 a.m. – 1:00 p.m.

Questions about the market may be submitted to mcad@elpasotexas.gov or at (915) 541-4481.

Booth Information & Fees

1. Individual booth fee is \$2.00/Saturday. Vendors must purchase 5 opportunities at a time—dates to be used at the vendor's choosing. A vendor may also elect to occupy multiple booths at the additional fee/booth.
2. Booth fees may be paid onsite with a debit or credit card. Payments by check may be mailed to MCAD Office or brought in person to 2 Civic Center Plaza, El Paso, Texas 79901.
3. Spaces are 10' x 10.' A total of 53 spaces available.
4. Vendors are responsible for their own booths, chairs, tables and weather covers. Vendors are responsible for securing canopies against hazards such as wind and with concern for the safety of the public and other market vendors (WEIGHTS ARE REQUIRED—no staking or drilling allowed).
5. Vendors must bring their own till to make change

Becoming a Vendor

All vendors are required to be:

1. Individuals 18 years or older.
2. The creator, producer or grower of items being sold.
3. Reside within a 100-mile radius of the Union Plaza Area.
4. Registered with the MCAD to sell at the market. To be a registered vendor, all participants are required to attend a new vendor orientation. New vendor orientation takes place the second Tuesday of each month, 6:00-8:00 p.m. in the 3rd Floor Training Room at El Paso City Hall (2 Civic Center Plaza, El Paso, Texas 79901). Upon successful completion of the orientation, and pending approval of the proper documentation, vendors may purchase a permit to sell at the market.
5. In general, all vendors must have a tax identification number from the state of Texas, meet residency requirements, and display their permit whenever at the market. To obtain a Texas tax identification number visit http://www.window.state.tx.us/taxinfo/sales/new_business.html.

Arts/Craft Vendors

- a) All vendors selling arts/craft items must make the items themselves. Any locally handmade, homecrafted, or home-assembled arts and crafts, which have been made by the seller or members of the seller's household can be sold at the market. Handmade or Hand Assembled means an item that has two or more distinctive parts, combined and permanently attached by intent, labor, creativity and skill to create a product made by vendor are eligible.
- b) Arts/Crafts items may include leather goods; drawings, paintings and prints; photographs; woodwork; metalcraft; ceramics and pottery; weaving and yarn work; macramé; needlework; beadwork; sculpture; jewelry; stitchery and sewing; clothing and accessories; glasswork; natural fiber crafts and basketry.
- c) All items must be in good taste and compliment the family atmosphere.
- d) Product samples must be approved by the Market Coordinator. Please note that when attending the new vendor orientation you must bring samples of the products you wish to initially sell at the market to be approved by the Market Coordinator. No products may be sold that have not been approved by MCAD previously. The Market Coordinator will verify vendor eligibility and look for items that meet criteria referenced above and may elect to do a studio visit to verify product integrity.

Agricultural/Food Vendors

A farmer, gardener, or food producer must comply with the vendor requirements and must meet the following requirements (licensed food trucks are exempted from these rules, see food truck section):

- a) Grow their own product.

- b) Hold all required licenses and permits necessary for their business operation. If the produce they are selling is organically grown, they must indicate on the application and furnish the proper documentation from the State of Texas indicating that they are a certified organic farmer.
- c) No fresh food products will be allowed that a vendor purchased from a wholesaler.
- d) All products must be free of spoilage and parasites.
- e) Baked or canned products must be properly labeled with the common name of the product, the name and address of the producer, list all ingredients used, and be individually canned or wrapped.
- f) All growing and raising techniques must be disclosed. If a product is organically grown, it must be labeled as such with the certifying agency's name.
- g) All produce must comply with all federal, state, and local health requirements.
- h) Licensing and Produce Documentation are subject to inspection by government health officials, or Market Coordinator at any time before, during, or after market hours.
- i) All vendors are responsible for appropriately packaging their products and protecting them from the elements.
- j) Plants, flowers, dried herbs, coffee, teas, spices and similar products not typically cultivated or produced in region may be sold in the market with permission of Market Coordinator.
- k) Product samples must be approved by the Market Coordinator. Please note that when attending the new vendor orientation you must bring samples of the products you wish to initially sell at the market to be approved by the Market Coordinator. No products may be sold that have not been approved by MCAD previously. The Market Coordinator will verify vendor eligibility and look for items that meet criteria detailed in sections a)-j) above and may elect to do a visit to site of production to verify product integrity.

Organizations

Organizations (non-profit or otherwise) may not be vendors or exhibitors without prior permission of MCAD (a limit of 2 per market will be allowed). Organizations that currently have stand-alone storefront spaces or are not selling handmade art products will not be considered, with the exception of organizations permanently located within the market footprint.

Buskers

Individuals wishing to busk (street performances by musicians and other artists for gratuities) must make an appointment with the Market Coordinator to provide a brief audition before a selection panel of community members. The Market Coordinator can approve or disqualify buskers based on the quality of the performance and its ability to enhance the market atmosphere. Approved buskers will be exempted from vendor fees and be subject to the following:

- a) Can accept only gratuities and will not be allowed to vend any merchandise.

- b) Be required to move locations throughout the market every 30 minutes.
- c) Perform without any amplification.
- d) Perform work appropriate to a family environment.
- e) Can be moved at the discretion of the Market Coordinator.

Food Trucks

Licensed food trucks may vend at the market but due to space needed will be required to pay for 2 vendor booth spaces per market. Food trucks must have their attendance approved with the Market Coordinator by noon on the Wednesday prior to the market by contacting MCAD. In the interest of making this opportunity available to as wide a group as possible, the Market Coordinator may elect to alternate food truck operators.

Market Operations

1. Vendors MUST be prepared for operation at the start of the market. Booths must be staffed during market hours. Vendors may not disassemble booths before market is closed without permission from the Market Coordinator.
2. Vendor loading and unloading: For pedestrian safety, vendors are not permitted to drive into the market during open hours and 15 minutes before market start and 15 minutes after the market ends. Vendors arriving late should park their vehicle outside of the market area and carry their supplies to their booth space.
3. It is prohibited for vendors to set up their booths while their vehicle is in the market zone. Pull in, pull over, unload, pull out and park in designated areas.
4. Space assignments will be assigned to vendors as they arrive on a first come, first served basis by the Market Coordinator. Every effort will be made to accommodate vendors' needs. No booth location is guaranteed on an on-going basis. Vendors may be asked to change booth space locations for demographic reasons.
5. Market Coordinator will track vendor's history, attendance, conduct and adherence to market rules.
6. Vendors are responsible for their own booths, chairs, tables and weather covers. Vendors are responsible for securing canopies against hazards such as wind and with concern for the safety of the public and other market vendors (WEIGHTS ARE REQUIRED).
7. Selling before the opening hours of the market is strictly forbidden unless permission is obtained from Market Coordinator.

8. Signage: Any signage must be securely attached to a vendor's booth or stall to assure that it does not impede pedestrian traffic.
9. Stall space: Vendors are responsible for keeping their space attractive during market hours.
10. Vendors are responsible for cleaning their stalls and adjacent areas after the market closes.
11. Vendors are responsible for removal of all debris, refuse and unsold product from the market premises.
12. Market trash cans and dumpsters are for the public. If market staff has to cleanup a booth space, the vendor will be required to pay a fine of \$25.00.
13. Vendors will conduct themselves courteously to all visitors, customers, fellow vendors and market staff. Vendors may not verbally call attention to their space by calling out beyond the borders of their space.
14. It is strictly prohibited for vendors to recruit market vendors, advertise or promote other events, i.e. street/craft fairs, markets or bazaars.
15. The Market Coordinator has authority to suspend market operations at any time due to inclement weather, unforeseen circumstances that pose major safety issues for vendors and customers. All notices of cancellation will be posted on <http://www.facebook.com/#!/MCADEIPaso>.
16. As the Artist Market undergoes a first pilot year, market rules and procedures may be adapted to better address operational issues. Any changes will be communicated to all vendors via email.